

MERCER COUNTY

HIPAA PROCEDURE:

MITIGATION OF IMPROPER DISCLOSURES

GENERAL POLICY

Mercer County (the "County") must mitigate, to the extent practicable, any harmful effect that is known to the County of a use or disclosure of Personal Medical Information in violation of its policies and procedures or the law.

PROCEDURE

In the event the County:

1. Discovers an improper use/disclosure of Personal Medical Information and/or a violation of its policies and/or procedures; or
2. Is advised of a violation of its policies and procedures relating to the use or disclosure of Personal Medical Information, by either a Personal Medical or the legal representative or family member of a Personal Medical, staff member, or a Business Associate,

the County shall take reasonable efforts to halt the improper use and/or disclosure, mitigate any harmful effects of the use and/or disclosure and contact the Privacy Officer immediately.

In the event the improper use/disclosure or violation appears to be isolated, the Privacy Officer shall monitor remediation and refer the individual to his/her immediate supervisor, as well as the County HIPAA Privacy Officer, which shall ensure that the individual(s) involved receives training on the specific issue. In the event the improper use/disclosure or violations appears to be widespread, the Privacy Officer shall document the event and monitor remediation activities. The County must maintain all documentation for six years.

Should there be any questions or concern regarding this policy and procedure, you may contact the Mercer County HIPAA Privacy Officer at (609) 989-6655. In the event that any County employee, or any other person, makes such an inquiry, the County will not take any retaliatory action of any kind against the party.